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## HOW TO CREATE AND ACCESS A WEBEX MEETING

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**CREATION DATE:** March 12, 2020

The purpose of this guide is to assist workers in scheduling and accessing WebEx meetings with staff/colleagues.

### Pointers to Remember:

1. If you are hosting a WebEx meeting, you will use the email and password assigned by your Administrator.
2. If you are joining a WebEx, you will use the login information provided in your email invite.

### Scheduling WebEx Meetings:

#### Steps include:

*First Log into WebEx.com*

#### Step 1: Click on **Schedule**.

The screenshot displays the Cisco WebEx user interface. On the left is a navigation sidebar with links for Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area shows the user's profile as 'CFSA CISA's Personal Room' with a URL and a 'More ways to join' link. Below this are two buttons: 'Start a Meeting' and 'Schedule'. A black callout box with the text '1: Click Schedule.' has an arrow pointing to the 'Schedule' button. To the right of the 'Schedule' button are 'Join' and 'Start' buttons. Further right, there's a 'Recent Personal Rooms' section with icons for TK, MB, OW, and GM. Below that is an 'Insights' section with a 'Meetings I hosted' bar chart and a 'Participants in meetings I hosted' section. A 'Don't Forget' sticky note is visible in the top left corner of the interface.

**Figure 1**

**Step 2:** Click on **Schedule**

**Step 3:** Click **Start**.

The screenshot shows the Cisco Webex 'Schedule a Meeting' page. At the top, there's a search bar and language/view options. The main form includes fields for Meeting type (set to 'Webex Meetings Pro Meeting'), Meeting topic, Meeting password, Date and time (Thursday, Mar 12, 2020 1:35 pm), and Attendees. A 'Start' button is highlighted with a blue box and an arrow pointing to it from a callout box labeled '3: Click Start.' Another callout box labeled '2: Enter Meeting Type, Topic, Date, Time, and Attendees.' points to the form fields. The 'Start' button is also labeled 'Save as template'.

**Figure 2**

## Joining a WebEx Meeting:

From your outlook/email account, accept the WebEx invite and click **Join Meeting**.

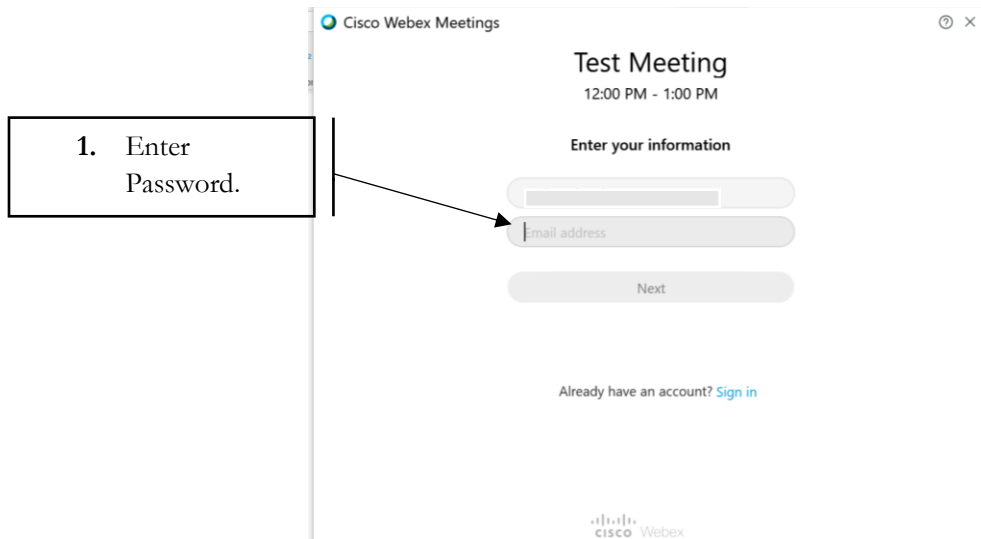
The screenshot shows an Outlook email interface. The top ribbon includes 'File', 'Meeting', 'Scheduling Assistant', 'Tracking', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Meeting' tab is active, showing options like 'Delete', 'Forward', 'Meeting Notes', 'Accept', 'Tentative', 'Decline', 'Propose New Time', 'Respond', 'Show As', 'Reminder', 'Categorize', 'Private', 'High Importance', 'Low Importance', 'Dictate', and 'Insights'. The email body shows a 'Webex meeting invitation: Test Meeting' from 'CFSA CISA <cfsa.webex-cisa@dc.gov>' on Thursday, March 12, 2020. The 'Respond' section shows 'Accept' selected. A 'Join meeting' button is highlighted with a blue arrow.

**Figure 3**

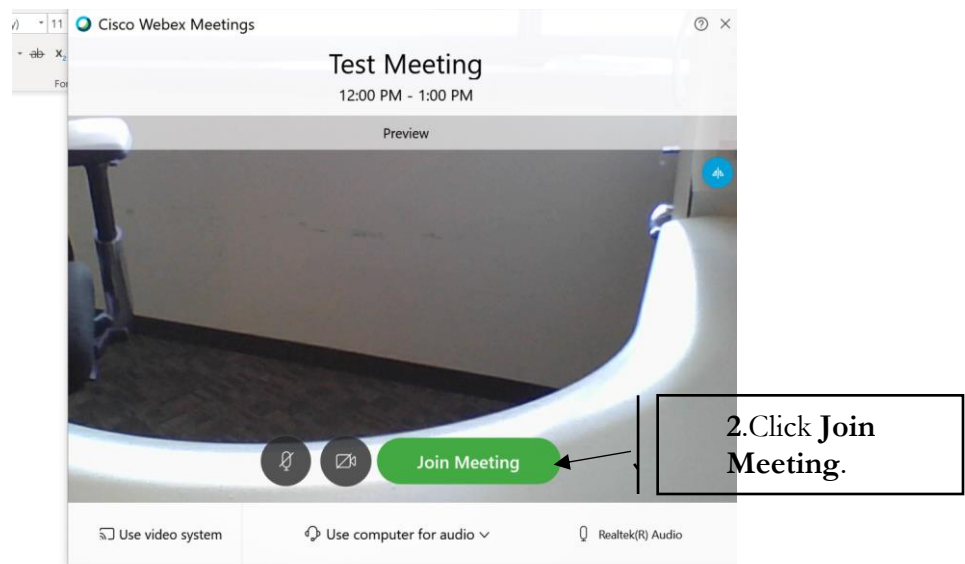
If you have additional questions, please call the HelpDesk at (202)434-0009 or ITServUS at 202-671-1566  
Last Update: 03/12/2020

**Step 1:** Enter your Password (your name will automatically appear).

**Step 2:** Click **Join Meeting**.

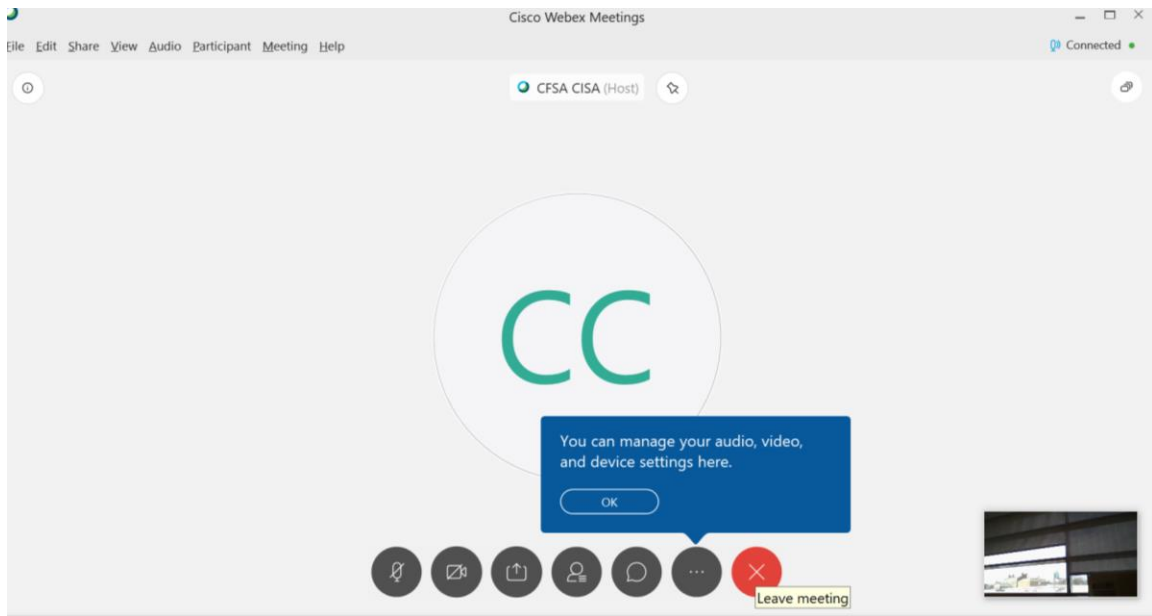


**Figure 4**



**Figure 5**

**Step 3:** Click on **Leave Meeting icon** when meeting is completed (*See Figure 6*).

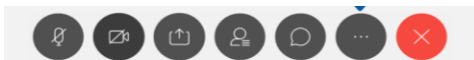


**Figure 6**

**Notes:**

**The following icons ( in order) allow you to:**

- Mute your call
- Stop you video
- Share your screen
- Show Participants
- Chat
- Manage your Audio and Video Settings
- Leave Meeting



**Figure 7**

## How to “Pin” a Presenter (Interpreter) on WebEx (Host)

By default, Webex displays the video of whoever’s speaking and switches as others begin to talk. However, hosts can “pin” anyone’s video, so they always show regardless of who’s speaking.

This section is designed to assist individuals requiring ASL Interpreters during WebEx Meetings.

*After starting the WebEx meeting follow the steps below:*

**Step 1:** Click on the “pin” icon at the top of your screen to lock a Presenter (Interpreter).

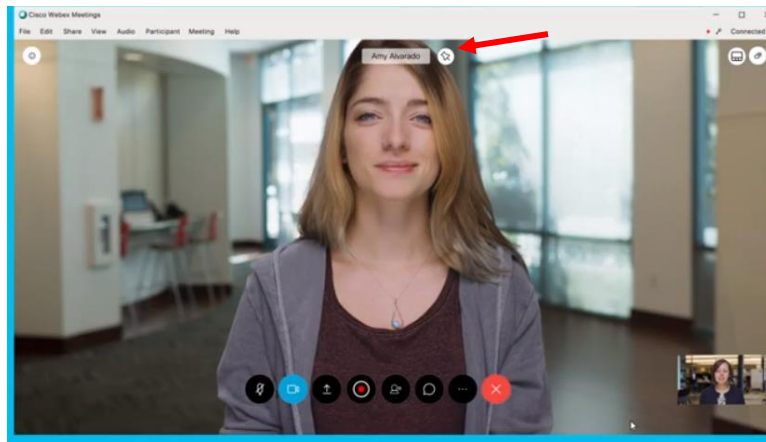


Figure 8

**Step 2:** Select who you want to lock the video view for (Me or Everyone).

**Step 3:** Select which participant (Interpreter) you want to lock the video on. You can search participants in the search field or select from participant list. Upon completion, you will only see the person you locked on your screen.

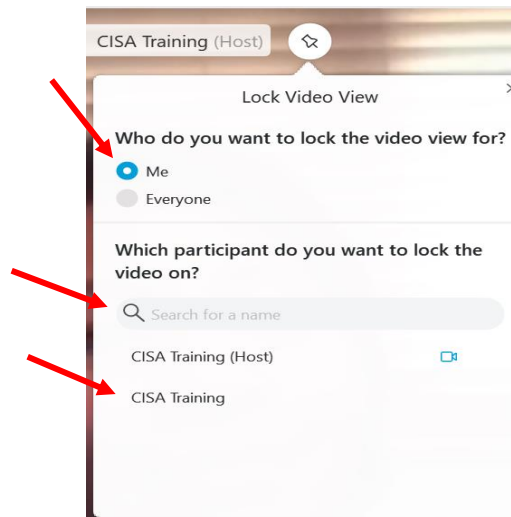


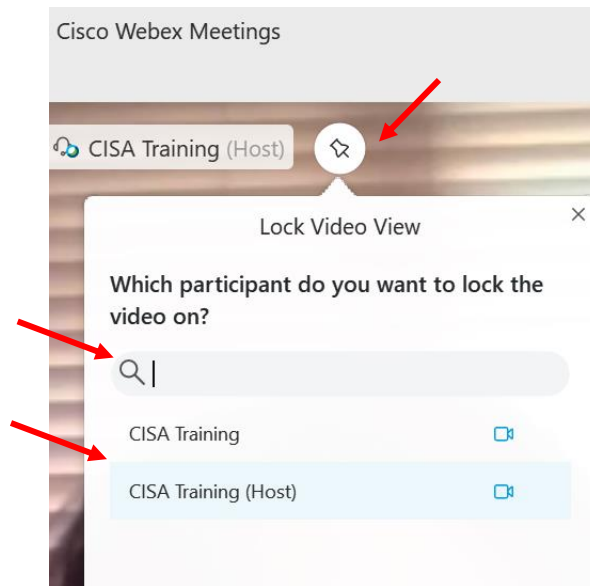
Figure 9

## How to “Pin” a Presenter (Interpreter) on WebEx (**Participant**)

*After joining the WebEx meeting follow the steps below:*

**Step 1:** Click on the “pin” icon at the top of your screen to lock a Presenter (Interpreter).

**Step 2:** Select which participant (Interpreter) you want to lock the video on. You can search participants in the search field **or** select from participant list. Upon completion, you will only see the person you locked on your screen.



**Figure 10**

### Notes:

- Upon completion of steps 1-3 the Presenter (Interpreter) selected will appear and be locked on your screen.
- These steps can be utilized by the host as well as participants.